

**ROCKY MOUNTAIN AREA
INTERAGENCY
MOBILIZATION GUIDE**

CHAPTER 90 – CHARTERS

Contents

- 90 Rocky Mountain Coordinating Group Charter**
- 91 Rocky Mountain Operations Committee Charter**
- 92 Rocky Mountain Training Working Team Charter**
- 93 RM/GB Incident Business Committee Charter**
- 94 Rocky Mountain Fire Use Committee Charter**
- 95 Rocky Mountain Dispatch Committee Charter**
- 96 Rocky Mountain Information and Education Committee Charter**
- 97 Rocky Mountain Safety Committee**
- 98 Rocky Mountain Aviation Committee Charter**
- 99 Rocky Mountain Fire Program Analysis Committee Charter**

ROCKY MOUNTAIN COORDINATING GROUP CHARTER

Mission Statement

The Rocky Mountain Coordinating Group (RMCG) is established to promote the management of wildland fire and all-risk incidents through interagency cooperation, communication, and coordination in the Rocky Mountain Area (RMGA). The RMGA is defined as that area inside the Rocky Mountain Region of the National Forest System boundaries.

Membership:

The RMCG will be composed of a designee from each of the following agencies:

- Bureau of Indian Affairs (Southwest, Rocky Mountain, and Great Plains Regions)
- National Park Service (Intermountain and Midwest Regions)
- Fish and Wildlife Service (Mountain-Prairie Region)
- Bureau of Land Management (Colorado and Wyoming State Offices)
- State Forestry (Colorado, Kansas, Nebraska, South Dakota, and Wyoming)
- Forest Service (Rocky Mountain Region)

The role of each member is to represent their respective agency administrator in the interpretation of individual agency authorities and application of policy for all aspects of wildland fire and all-risk management. There will be occasions when some agencies are limited statutorily to participate in all risk incidents.

RMCG Roles and Responsibilities:

1. Provide interagency leadership and coordinate implementation of current policies, directions, and standards for wildland fire management and all-risk management activities.
2. Identification and resolution of interagency incident management issues.
3. Request technical advisors to assist in the resolution of issues and/or decisions as needed.
4. Facilitate efficiencies in all incident operations at all levels, including, **but not limited to:**
 - Type I and II Incident Commander and Team approval
 - Provide oversight to the Rocky Mountain Area Coordination Center (RMACC)
 - Activate the geographic area Multi-Agency Coordination Group (GMAC)
 - Provide oversight and approval of the RMGA Mobilization Guide

- Interagency Hotshot Crew (IHC) certification and de-certification
 - Rocky Mountain Area Predictive Services
5. Ensure RMCG decisions that affect individual agencies will be reviewed and approved by affected agency administrator(s) before implementation.
 6. Serve as the point of contact in the RMGA for the National Multi-Agency Coordinating Group (NMAC) and the National Interagency Coordination Center (NICC).
 7. Utilize the RMACC as a central source of information and assistance for conducting wildland fire management and all-risk management activities.
 8. Recognize outstanding contributions and or performance in the areas of interagency wildland fire management and all-risk management.
 9. Review RMCG charter annually.
 10. Facilitate efficiencies and cooperation in the following areas:
 - Firefighter and public safety
 - Fuels and smoke management
 - Community assistance
 - Firefighter capability
 - Restoration and rehabilitation
 - Prevention and education
 - Wildland Fire Use

Operations:

Officers:

Based on the order of the agencies listed in the membership section, a Chairperson will be chosen to serve a one-year term. A Vice-Chair will be the representative from the next agency in line, and will assume the chair position as it becomes vacant. Terms will be based on a calendar year. Interim vacancies will cause the rotation of the Chair and Vice-Chair to move accordingly.

The chairperson is responsible for calling meetings, calling for items and setting the agendas, running the meetings, conference calls and follow-up on action items. He/she will also sign appropriate RMCG documents/correspondence representing all member agencies.

The vice-chair will serve in the absence of the chairperson, will be in charge of the Awards Program, and will coordinate the Spring Fire Management Meeting agenda for the year he/she is Vice Chair.

A Business Manager for RMCG will be hired pending available funds. This position will take direction from the Chairperson. This position will take and distribute meeting minutes, maintain annual RMCG calendar, manage meeting and workshop logistics including pre-work, facilities, locations and contracts, and maintain official RMCG files and records. This position will also manage logistics of the awards program.

Members:

Maintain active participation in RMCG.

Serve as a Liaison to Dispatch Centers and Standing Committees as assigned.

Multi-Agency Coordinating Group (MAC):

Each member agency will be represented on the Multi-Agency Coordinating Group (MAC) through a delegation of authority from their agency administrator.

Meetings:

The RMCG meeting schedule and calendar of events will be set in the fall, annually. The calendar will serve as the guiding document for annual meetings and activities.

Hosting of meetings will rotate around the RMCG membership.

Additional meetings and conference calls may be called as needed.

Permanent Standing Committees:

Interagency Standing Committees are established through RMCG direction. Issues and concerns of mutual interest will be assigned to the appropriate committee by RMCG. The RMCG will provide direction, oversight, and a Liaison to each Standing Committee. RMCG will dissolve any committee when determined it is no longer effective.

Each Committee will have a charter with a mission and a purpose statement. Committee charters will be modified/approved by the RMCG and are an appendix to this charter. Committees will elect a Chairperson. Minutes of meetings will be taken and distributed to Committee members, the RMCG Business Manager, and Chairs of other Standing Committees.

The approved Committees:

1. Dispatch
 2. Training
 3. Operations
- Subcommittee - Incident Management Teams (IMT)

4. Fuels and Fire Use
5. Incident Business Management (combined with RMGA and Great Basin Areas)
6. Information/Education
7. Safety

Task Groups:

RMCG and Committees may appoint Task Groups. A Task Group, upon completion of its assignment, shall sunset.

Expenses:

Except as outlined above for hosting meetings, the costs of salary, travel, per diem, and operating expenses for the RMCG, Committee, and Task Group members will be borne by each agency.

Member agencies will try to contribute their fair share of the costs of operations of RMCG, its meetings, Dispatch Centers, the Business Manager, special equipment, and awards.

RMCG will evaluation alternatives to cover costs of special projects.

Appendix:

- I. Award Criteria
- II. Standing Committee Charters

Approval:

Regional Director, BIA, Southwest Region

Date

Regional Director, BIA, Rocky Mountain Region

Date

Regional Director, BIA, Great Plains Region

Date

Director, NPS, Intermountain Region

Date

Director, FWS, Mountain-Prairie Region

Date

State Director, BLM, Colorado

Date

State Director, BLM, Wyoming

Date

Regional Forester, USFS, Rocky Mountain Region

Date

State Forester, Colorado

Date

State Forester, Kansas

Date

State Forester, Nebraska

Date

Wildland Fire Coordinator, South Dakota

Date

State Forester, Wyoming

Date

RMCG Award Criteria

Categories:

Type 1 & 2 incident management team members:

When team members have completed a minimum of one three-year commitment, they will receive a certificate of appreciation recognizing their service. Upon recommendation of the appropriate incident Commander, certain members who have served their term in an outstanding/above normal manner, may receive a special plaque award. Members may receive more than one award, each specific to that service.

Participants in the IMT program for less than a three-year commitment may receive a certificate of appreciation.

Awards will be issued during the spring RMCG/FMO and/or Team meeting.

Other:

Individuals having made a significant contribution to the betterment of interagency fire management concerns in the Rocky Mountain Area may receive a plaque or a certificate of appreciation as determined by the RMCG. These may be issued at any time, depending on the circumstances.

Process:

Plaques and certificates will be stored at RMACC. The coordinator will track team members for the RMCG, and will inform the group when someone has met the criteria for an award. Names will be presented to the RMCG at the winter meeting. Other nominations with appropriate justification may be brought to the RMCG by anyone, and as circumstances warrant. Those awards can be presented at any appropriate time and/or place.

Logistics:

On 1/4/93, an initial stock of 100 plaques was purchased by five agencies (NPS, BLM-CO, BLM-WY, FWS, and USFS). As plaques are issued, nameplates need to be prepared. BIA and the States need to cooperate on that effort to insure the plates are ready. BIA will purchase a supply of the Certificates of Appreciation when RMCG approves the particular one designed.

91 ROCKY MOUNTAIN COORDINATING GROUP - OPERATIONS COMMITTEE CHARTER

ROCKY MOUNTAIN COORDINATING GROUP OPERATIONS COMMITTEE CHARTER

Introduction

The Operations Committee (herein referred to as the Committee) is established as a standing committee under the Rocky Mountain Coordinating Group (RMCG). The Committee shall function in an interagency advisory capacity for the RMCG to address Rocky Mountain Geographic Area's fire operational issues.

Mission Statement

The Committee's mission is to provide advice, counsel, and recommendations for the management of fire operations issues within the Rocky Mountain Area (RMA).

Purpose and Duties

- Provide the RMCG with a Committee recommendation on all assigned tasks.
- Provide a forum for the exchange of ideas relating to fire management operational issues.
- Follow and maintain the expectations of the RMCG.
- Review nominations, prioritize, and recommend selections for S-420/520/620 candidates in coordination with the Geographic Area Training Representative (GATR). Candidate recommendations should ensure a continual supply of qualified individuals to accept RMA team assignments in every position.
- Annually review those portions of the Rocky Mountain Area Interagency Mobilization Guide that are within the Committee's scope of oversight, and provide appropriate comments and changes to the Rocky Mountain Coordination Center (RMC). The Committee and RMC will concur on recommended changes before submitting to RMCG for approval.
- Annually review and coordinate proposed updates to the Rocky Mountain Area Fire Cache (RMK) Operating Plan.
- Review and provide information/recommendations on safety issues identified by other standing committees that cannot be resolved within each respective committee.
- Provide recommendations for operational issues in areas such as, but not limited to, air operations, Interagency Hotshot Crews, equipment, technology, weather, efficient utilization of resources within the RMA, safety, and position needs analysis (in conjunction with the Training Committee).
- Coordinate with all RMA Standing Committees on issues of mutual interest.
- Provide oversight and management for the Rocky Mountain Incident Management Teams:
 - ❖ Provide recommendations for Wildland Fire and Fire Use Team ICs to RMCG each year or when requested.
 - ❖ Provide recommended IMT and Fire Use Team rosters to RMCG for approval by February 15 of each year. The qualifications of all recommended team members will be verified before submittal to RMCG.

- ❖ Assist in the evaluation of Team performances by reviewing Team Narratives, Agency Administrator Evaluations, and Command and General Staff Evaluations.
- ❖ Review unavailability lists for all primary team members and justifications for failure of IMT members to fill positions.
- ❖ Meet with the ICs following the fire season to review performance and identify problems requiring RMCG and/or Agency management solutions.
- ❖ Review performance problems by team personnel or grievances. Submit any recommendations for actions to RMCG.
- ❖ Monitor expected future team position vacancies due to team member length-of-service, transfers, and/or retirements to ensure that a continual supply of qualified individuals are ready to accept RMA team assignments in every position.

Membership

The Committee will be comprised of one voting member from each of the following RMA Agencies:

- Bureau of Indian Affairs (Southwest, Rocky Mountain, and Great Plains Regional Offices)
- Bureau of Land Management (Colorado and Wyoming State Offices)
- Forest Service (Rocky Mountain Region)
- National Park Service (Rocky Mountain Region, Midwest Region)
- Fish and Wildlife Service (Mountain -Prairie Region)
- States of Colorado, Kansas, Nebraska, South Dakota, and Wyoming. (Each state may have a representative; however, collectively the States will have only one vote.)

Advisory, non-voting membership will include subject matter experts in the fields of logistics, engines, IHC, safety, and aviation as well as the following:

Rocky Mountain Area Coordination Center (RMC) - Center Manager
Rocky Mountain Area Incident Commanders and Deputies

The Chairperson of RMCG approved committees may attend the operations committee meetings as the agenda allows. The agenda and minutes will be provided to each RMCG Committee Chairperson.

In addition, RMCG will appoint a liaison to the Committee as a non-voting member. The Liaison will represent RMCG during Committee meetings and other correspondence and serve as the main communication link between RMCG and the Committee.

The Committee will keep RMCG apprised of the need to replace Committee members. The Committee will make notification through the RMCG Liaison as to the need to appoint or replace members. RMCG will review and approve the appointment of new members based on the recommendations of the affected agency.

The Committee will appoint a non-voting Administrative Assistant in addition to those members/advisors listed above that will be responsible for recording, finalizing, and distributing the minutes of all meetings and conference calls. The minutes will be forwarded to the Committee members, RMCG, and the Chairs of other standing committees. The Administrative Assistant will be responsible for maintaining all files and records related to the work of the Committee. The position will be filled on a voluntary basis by any of the agencies/states represented.

Officers

Based on the order of the Agencies listed above, a Chairperson will be appointed for a one-year term. The Vice-Chairperson will be the representative from the next Agency in line, and will assume the Chair position as it becomes vacant. Terms will expire after the Incident Management Team selection meeting in January. Interim vacancies will cause the rotation of the chair and vice-chair to move accordingly.

Officer Duties and Responsibilities

Chairperson: Responsible for coordination of all administrative actions and completion of RMCG assigned tasks. Specific responsibilities are outlined in the Committee's Operating Guide - "Chair Responsibilities".

Vice Chair: Assume the duties and responsibilities of the Chairperson during the absence of the Chairperson or at the request of the RMCG. Specific responsibilities are outlined in the Committee's Operating Guide - "Vice-Chair Responsibilities"

Members:

All members, including non-voting Advisory members, are expected to participate to the best of their ability to fulfill the mission, duties, and purpose of the Committee and ensure success of fire management activities in the Rocky Mountain Area. The responsibilities of members and advisors are outlined in the Committee's Operating Guide.

Meetings

The Committee will meet as necessary to accomplish its assigned tasks but will meet at least three times annually (Fall, Winter, and Spring). Other meetings, to include task groups and subcommittees, may need to be scheduled to accomplish the mission of the committee. Additional work and/or meetings may be accomplished through the use of conference calls as well as informal face-to-face meetings between the members.

Tasking

The Committee will provide direction and oversight to any task group(s) created by the Committee. All tasks to be completed will be clearly identified, including the scope of the task and the time line for completion. A task group will sunset upon completion of its task unless additional work is assigned by the Committee. Task group membership shall be determined by each individual agency; however, the Committee may recommend the involvement of specific subject matter experts or specialists.

Subcommittees:

Subcommittees may be established by the Committee to increase efficiency and defer the workload of the Committee.

Conflict of Interest

The interagency makeup and professionalism of the members of the Committee will offset any potential bias of Committee members who are also members of an IMT or any other group. When occasions occur that make it necessary for the Committee to investigate and/or recommend corrective action of an Incident Management Team or individual, a Committee member who is also a member of the IMT in question or who has conflicting interests with an individual in question will abstain or defer from participating in the investigation or drafting of the corrective action.

/s/ Darrell Ausborn_

4/6/06

Darrell Ausborn
Chairperson, Rocky Mountain Coordinating Group

Date

92 ROCKY MOUNTAIN TRAINING WORKING TEAM CHARTER
RMCG TRAINING COMMITTEE CHARTER

MISSION STATEMENT:

The RMCG Training Committee is established under the authority of the Rocky Mountain Area Coordination Group (RMCG) to provide a coordinated interagency approach to fire management training in the Rocky Mountain Geographical Area.

OBJECTIVES:

1. Provide direction, resources, and monitoring for the implementation of the training standards and components of the NWCG Wildland and Prescribed Fire Qualification Guide, 310-1 and related training documents.
2. Establish and maintain a system of procedures and processes to identify and meet the National and Geographic Area training needs of the member Agencies in a coordinated, efficient, and effective interagency approach.
3. Monitor and evaluate area training and certify to NWCG Standards.
4. Ensure instructors meet NWCG Standards or their agency equivalents, per the NWCG Field Manager Course Guide.
5. Identify and address issues, concerns, and opportunities related to interagency fire management training.
6. Provide advocacy of new techniques, practices, and procedures, which facilitate more effective training.
7. Develop and implement a procedure to review, evaluate, and revise NWCG training courses and act as a liaison with NWCG Training Working Team.
8. Support interagency area training committees to coordinate and facilitate training objectives and activities at the area level.
9. Develop Memorandum of Understanding, monitor courses, and instructor qualifications for non-agency training providers such as Community Colleges and Private Sector Associations.
10. Submit to RMCG annually an operating plan, operating budget, and accomplishment report.

MEMBERSHIP:

The voting members of the training committee will be composed of one representative selected by the dispatch center board of directors from each of the following Zones (Zones designated by Interagency Dispatch Center boundaries). For the purpose of commitment and availability, members should not be primary members on any other RMCG committee and must be able to perform all duties as described under the organization.

Fort Collins
Pueblo
Grand Junction
Craig
Montrose
Durango
Cody
Casper
Rawlins
Northern Great Plains

In addition, other voting members will be the federal agency training specialists and the Colorado, Kansas, Nebraska, South Dakota, and Wyoming State Forest Service Training Representatives.

Membership will also include specialized members to assist in an advisory capacity (advisors may also serve as Zone Training Representatives if selected by their respective boards). Recommended members will include the Rocky Mountain Area Training Coordinator/GATR, Colorado Wildfire Academy Coordinator, Wyoming Fire Academy Coordinator, Regional and/or State Aviation Manager, RMA Prescribed Fire Committee Representative, RMA Operating Committee Representative, RMA Incident Business Management Committee Representative, RMA Dispatch Committee Representative, and RMA Prevention and Education Committee Representative. These advisors will not have a voting representation.

One member of the RMCG shall participate as a liaison to the RMTC.

ORGANIZATION:

A member of the RMTC will serve as Chairperson for a period of two years. The RMTC will elect the Chair and a Vice Chair to serve in the absence of the Chair. The Vice-Chair will assume the duties of the Chair at the end of the two year term of the Chair.

Chairperson:

- Responsible for administrative action to ensure mission attainment.
- Assign task groups as needed.
- Conducts Training Committee meetings, develop agenda.

- Acts as the clearing house for the National Training Working Team business and reports.
- Approves meeting notes for distribution, ensures notes are recorded, edited, filed, and distributed to the Committee members, Dispatch Centers and each RMCG member.
- Reports to RMCG Liaison on the workings and recommendations of the team.
- As appropriate, represents the Training Committee in Geographic Area level training matters.

Vice-Chair:

- Acts as the chairperson in his/her absence.
- As assigned, represents the team.

Members:

Each member is responsible for representing and maintaining their Zone interests, policies, and procedures as well as resolving issues within the intent of the Training Working Team mission and the RMCG charter. Submit agenda items, attend all meetings, and accomplish assigned work. Review all material submitted to the Training Committee. Ensure that Zone personnel are briefed and provide feedback on the Training Committee activities and business.

Advisors:

The Rocky Mountain Area Training Coordinator/GATR will serve as a non-voting member of the team. As primary coordinator of the RMA training program, the Coordinator administers the training program as identified by the Committee. This includes course scheduling for all 300-400 level courses and coordination, managing the trainee nomination and selection process, and inter-geographic area course coordination.

The Colorado Wildfire Academy and Wyoming Fire Academy coordinators shall serve as non-voting members. They will participate in the Rocky Mountain Area needs analysis process and develop their schedules with recommendation from the Training Committee.

Regional and/or State Aviation Officers, RMA Prescribed Fire Committee Representative, RMA Operating Committee Representative, RMA Incident Business Management Committee Representative, RMA Dispatch Committee Representative, RMA Prevention and Education Committee Representative, Colorado Wildfire Academy Coordinator, and Wyoming Fire Academy Coordinator will attend meetings as non-voting members and provide input on the needs analysis for the coordination of training courses specific to Aviation, Prescribed Fire, Dispatch, Incident Business, Fire Prevention, Operations, and RMA position development.

The federal agency training specialists and the Colorado, Kansas, Nebraska, South Dakota, and Wyoming State Forest Service Training Representatives shall serve as voting members.

MEETING:

Regular Training Committee meetings will be held as deemed necessary by the Training Committee Chair. Quarterly meetings are recommended but not required, and can be completed by conference calls. Seven members shall constitute a quorum for voting purposes.

TASK FORCES:

Ad-hoc committees may be established as special needs arise. In no case will ad-hoc committees exist longer than one year. Ad-hoc committees can be re-chartered annually and are subject to RMCG review.

TRAINING COMMITTEE RESPONSIBILITIES:

1. Coordinate 300 and 400 level courses for the RMA.
2. Coordinate nominations for 500 and 600 level courses.
3. Coordinate position needs analysis with the RMCG Operations Committee for National and Area Teams and incorporate those needs into the annual training program.
4. Develop and produce an annual Training Committee work calendar.
5. Support RMA and National Teams in the facilitation of trainees.
6. Identify interagency issues and concerns and recommend policy to steering group.
7. Evaluate and monitor 300 and 400 level courses for quality control (through RMA Training Center Course Coordinators who serve as subject matter experts).
8. Verify/monitor instructor qualifications for 300 and 400 level courses.
9. Maintain instructor catalog.
10. Develop web-based catalog.
11. Manage process for slot allocation for 400-500-600 level courses, with the exception of S-520/S-620. The Training Committee will coordinate with the Operations Committee for prioritization/selection/submission of S-520/620 candidates. The Point of Contact between NARTC and the RMA will be the Ops Committee Chairman for slot allocation and management.
12. Approve 300-400 level courses scheduling with the exception of S-300, S-330, S-336, S-339, S-390, and I-300 as listed in the RMTC Process/Procedure for applying to conduct a 300-400 Level NWCG Wildland Fire Training Course.
13. Compile an annual training accomplishment report to be presented to the RMCG.

Approved:

/s/ Rich Homann
Rocky Mountain Coordinating Group Chairperson
Revised Jan 21, 2004

February 1, 2004
Date

ROCKY MOUNTAIN WILDFIRE COORDINATING GROUP TRAINING WORKING TEAM

PROCESS/PROCEDURE FOR APPLYING TO CONDUCT A 300-400 NWCG WILDLAND FIRE TRAINING COURSE

National Wildfire Coordinating Group standards delegate 300-400 level course presentation responsibility to the Geographic Area Training Working Teams (reference the National Field Manager's Course Guide). The Geographic Area Training Working Teams are charged with assuring NWCG course and instructor standards are met along with interagency Geographic Area training coordination.

In the Rocky Mountain Area, several of the 300 level sessions have been delegated to the field for presentation. The following 300 level NWCG courses have been delegated to the Rocky Mountain Area Training Units for presentation:

- S-300 Incident Commander, Multi-Resources
- S-330 Task Force/Strike Team Leader
- S-336 Wildland Fire Tactics
- S-339 Division/Group Supervisor
- S-390 Fire Behavior Calculations
- I-300 Intermediate Incident Command System

A Rocky Mountain Area Training Unit desiring to conduct any of the 300-400 level NWCG courses that have not been delegated to the local level for presentation should apply to the RMCg Training Committee to present the course in the following manner:

1. Training Unit Chair or a representative from the Training Unit will draft the proposal to conduct the session.

The proposal should include:

- a. Reason the course is needed in that Training Unit (i.e., high student numbers in the local area, the perception that the need is not being met by the RMA schedule, etc.).
 - b. Date(s) course will be offered.
 - c. Proposed cadre.
 - d. Proposed evaluation process.
2. Training Unit Chair or a representative will present the proposal to the RMCg Training Committee at their regularly scheduled meetings.

The RMCg Training Committee will discuss the proposal with the Training Unit representative when the presentation occurs. Considerations will be:

- a. How will the course impact the ensuing season's Geographic Area presentations (will a significant number of students be attending the local offering that may affect the ability to successfully present the Geo. Area presentation?).
- b. Is the course being taught to the NWCG standards?
 - 1. Course length should match the NWCG curriculum.
 - 2. Overall course and unit objectives should be met.
- c. Do the Lead and Unit Instructors meet NWCG standards?
- d. Assure there is a qualified Evaluator assigned to evaluate the course.
- e. Assure that the critiques or the evaluator's summary will be submitted to the Rocky Mountain Training Center for record-keeping and feedback for future courses.

RM/GB INCIDENT BUSINESS COMMITTEE CHARTER

MISSION STATEMENT

The Rocky Mountain/Great Basin (RM/GB) Incident Business Committee is established under the Rocky Mountain Coordinating Group (RMCG) and the Great Basin Coordinating Group (GBCG) to develop and coordinate business management policy and procedures within interagency standards. The Incident Business Committee will coordinate with other RM/GB committees. This committee will work independently for each coordinating group.

MEMBERSHIP

The RM/GB Incident Business Committee will be composed of a representative(s) from the following agencies. Each State is allowed one representative. The Federal agencies will be allowed one representative from the Rocky Mountain Area and one from the Eastern Great Basin.

US Forest Service	State of Nevada
State of Idaho	State of Utah
State of South Dakota	State of Wyoming
National Park Service	Bureau of Indian Affairs
Bureau of Land Management	State of Nebraska
State of Colorado	State of Kansas
Fish and Wildlife Service	

Individual nominations to the committee will be made by the respective agencies and will serve a minimum of three (3) years.

Standing technical specialist will include the following: Contracting Officer, Buying Team Coordinator, Fire Service Organization, Logistics, and Dispatch. Technical specialists may advise, assist, and help complete tasks assigned to the committee. Assistance from other technical specialists may be requested on an as needed basis.

PURPOSE

1. Provide advice, counsel, and a coordinated direction on incident business management issues for the Rocky Mountain and/or Great Basin Coordinating Group. Coordinate business practices for wildland fire and emergency responses.
2. Review operational business management practices to address recurring problems.
3. Develop interagency guidelines/procedures for the following issues:
 - a. Formulate pay rates for AD-5 positions annually.

- b. Review and/or develop standard methods of hire, coordinating procedures, and rental rates for emergency rental agreements annually.
- c. Annually coordinate RM/GB Buying Team operations for interagency application.
- d. Develop and implement new business management programs.
- e. Set up task groups as needed to resolve business management issues. The RM/GB Incident Business Committee will provide written objectives and time frames to the task group. A minimum of one business committee member will be assigned to each task group to coordinate the assignment and understand the objectives. Task groups will sunset upon completion of assignments.

OFFICERS ROLES & RESPONSIBILITIES

Based on the order of agencies listed under Membership, a chairperson will be chosen to serve a one-year term. A vice-chair will be the representative from the next agency in line, and will assume the chair position as it becomes vacant. Terms will be based on a calendar year. Interim vacancies will cause the rotation of the chair and vice-chair to move accordingly.

The chairperson's responsibilities include: schedule and conduct committee meetings, develop the agenda, provide a recorder to take and distribute minutes of the meeting, produce annual work plan, identify issues, and report accomplishments to the coordinating groups at their semi-annual meetings and /or via conference calls. The chair will be responsible for assuring the minutes of the committee meetings are recorded and mailed to each RMCG and GBCG committee chairpersons. He/she will also sign appropriate documents/correspondence.

The vice-chair will serve in the absence of the chairperson.

MEETINGS

The Incident Business Committee will meet semi-annually or as often as deemed necessary to identify and accomplish tasks.

ADOPTION POLICY

Each agency representative will be responsible for their agency's review of new policies and/or procedures. Final reports will be presented to the Rocky Mountain and/or Great Basin Coordinating Groups for interagency adoption, distribution, and inclusion into agency manuals.

Chairperson	Date
Rocky Mountain Coordinating Group	

Chairperson	Date
Great Basin Coordinating Group	

Rocky Mountain Fire Use Committee Charter

04/04/02 Version

Mission Statement:

The Rocky Mountain Area Fire Use Standing Committee is established under the Rocky Mountain Area Coordinating Group. The mission of the Standing Committee is to foster interagency cooperation in the use of prescribed fire, wildland fire use, and fuels treatments to achieve resource management objectives. This mission will be accomplished by providing the following: Program Direction and Implementation, Interagency Coordination, and Technical Support.

Membership:

The Standing Committee will be comprised of one voting representative from each of the following agencies:

- Forest Service (Rocky Mountain Region)
- National Park Service (Intermountain and Midwest Regions)
- Bureau of Land Management (Colorado and Wyoming Offices)
- Bureau of Indian Affairs (Aberdeen, Albuquerque, Billings Areas)
- Fish and Wildlife Service (Mountain and Prairie Region)
- State Forestry (Colorado, Wyoming, Kansas, Nebraska, and South Dakota)

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency administrators are informed. The members will coordinate recommendations and present them to the RMCG for agency acceptance and implementation.

Purpose:

An integrated interagency effort is required to ensure that fuels and fire use programs are implemented in a manner consistent with the National Fire Plan. This will be accomplished through the development of an Annual Action Plan. Items in the plan will deal with the following issues:

➤ **Program Direction and Implementation**

1. Develop a fully integrated program in prescribed fire planning and implementation.
2. Review and coordinate interagency prescribed fire/fuels treatment equipment standards and development for regional and national recommendation.
3. Develop and recommend standard terminology for prescribed fire and wildland fire use.

4. Develop recommendations for resource ordering and tracking, qualifications tracking, and dispatch procedures relating to prescribed fire and wildland fire use.
5. Provide input into the RMA Mob Guide.
6. Develop and recommend Wildland Fire Use Team configuration and standards.
7. Develop and recommend Wildland Fire Use transition guidelines and criteria.

➤ **Coordination**

1. Coordinate activities with other RMCG Standing Committees.
2. Coordinate spot-weather and smoke management forecast issues from the field units.
3. Identify training needs and coordinate the development of three year training plans for prescribed fire and wildland fire use with the RMCG Training Committee.
4. Develop recommendations for coordinating smoke management issues within the Rocky Mountain Area.
5. Identify and seek resolution to administrative procedures and/or barriers relating to interagency implementation of prescribed fire.
6. Participate with the RMCG Operations Committee in the Wildland Fire Use Team nomination and selection process.
7. Identify and promote the use of various alternative tools and technologies to assist land managers in the treatment of fuels and vegetation.
8. Provide technical fire ecology and wildland fire use assistance to the various agency information and education programs.
9. Provide a forum for the formal and informal exchange of prescribed fire, wildland fire use, fuels management, and fire effects information including newsletters and sponsoring workshops, training, symposia, etc.

Chairperson:

The Chairperson is responsible for: calling the meeting, setting the agenda, and running the meeting. The term of office is two years, on a calendar year basis (January 1 to December 31). The Chair will also attend one meeting of the Rocky Mountain Area Coordinating Group annually and present an annual report of the Committee's accomplishments.

Vice-Chairperson:

The Vice-Chairperson will assume the duties of the Chairperson during any absence of the Chairperson. The Vice-Chair will also ensure that: minutes of meetings are taken, edited, filed, and distributed to each member of the Standing Committee and each member of the Rocky Mountain Area Coordinating Group, and that products from the Standing

Committee are reproduced and distributed to agencies. The term of office is two years, also on a calendar year basis.

The Vice-Chair and Chairperson will determine the extent of support needed at each meeting (e.g., note-taking, recorder, portable computer, visual aids, facilitator, etc.).

Advisory Group:

Many outside parties (including non-governmental entities) have an interest in and concern about the application of prescribed fire, fuels treatments, and wildland fire use. Regular and open communication with these groups is important to the success of the fuels and fire use programs. Therefore, the Standing Committee may periodically form technical advisory group(s) with ad hoc membership from interested and affected parties.

Task Groups:

The Committee may also set up task groups and/or assign specialists to assist as needed. These groups will operate under the following guidance:

1. The Fuels and Fire Use Standing Committee may define task groups to assist in completing assigned duties.
2. The Fuels and Fire Use Standing Committee will provide direction and oversight to the task groups by clearly identifying the task to be completed, the scope of the task, and the timeline for completion.
3. A task group, upon completion of its assignment, shall sunset unless additional work is assigned.
4. Task group membership shall be selected by the individual agencies; however, the Fuels and Fire Use Standing Committee may recommend the involvement of subject matter experts or specialists as described above.

Meetings:

The Standing Committee will meet at least quarterly per year. One meeting will be an annual business meeting for standing members. The advisory group will meet annually, or as needed, with the Standing Committee to discuss common issues. Additional meetings may be held if deemed necessary by committee members. The Chairperson with consensus of the group will establish meeting dates and times. Meeting agendas will be provided in advance to the Committee, advisory group, and the Liaison.

Reports:

The committee will provide an annual report to RMCG consisting of status from the Annual Action Plan items.

Finances:

Costs of the meetings will be borne by the sponsoring agencies.

/s/ Len Dems

Chair: Rocky Mountain Coordinating Group

04/04/02

Date

ROCKY MOUNTAIN DISPATCH COMMITTEE CHARTER

Mission Statement:

The Rocky Mountain Dispatch Standing Committee (herein referred to as Dispatch Committee) is established under the Rocky Mountain Coordinating Group (RMCG) to provide an interagency approach to dispatch activities and issues in fire management. The Dispatch Committee represents the dispatch community in the Rocky Mountain Geographic Area (RMA).

Membership:

The Dispatch Committee will be comprised of all Dispatch Center Managers and the RMACC Coordinator. Agencies within the RMA that do not have a Center Manager position administered by their agency are assured the opportunity of having a member on the Committee if they choose to do so. Members will serve on the committee as long as they hold the position of Dispatch Center Manager. In rare situations, members may appoint an Acting should they be unavailable to represent their position and Dispatch Center. The Chair and Vice Chair will serve one year terms beginning May 1st of each year. The Vice-Chair will replace the Chair at the end of the Chair's term. The Chair and Vice-Chair shall rotate among the members in the alphabetical sequence of Dispatch Centers and Coordination Center listed below:

Casper

Cody

Craig

Durango

Fort Collins

Grand Junction

Great Plains

Montrose

Pueblo

Rawlins

Rocky Mountain Area Coordination Center

Members are responsible for checking and reporting on projects as assigned. They will give assistance as requested by the Chair or Vice-Chair and review information submitted by other committee members. Members will serve as representatives of the dispatch community and their Dispatch Center to address issues and concerns. Members will serve as liaisons between the Dispatch Committee and the dispatch community to inform them of

committee actions as approved by the RMCG and keep them posted on current progress and new developments.

One member of the RMCG shall act as a liaison to the Dispatch Committee.

Purpose:

1. To provide a forum where Rocky Mountain Dispatch issues and concerns are represented and promote the exchange of ideas and development of consistent dispatch and mobilization procedures.
2. Identify issues, establish Dispatch Committee priorities, develop alternatives, and recommend a unified course of action to RMCG and respective agency administrators.
3. Initiate, coordinate, and sponsor dispatcher workshops and meetings; staff and direct dispatcher work groups and task groups.
4. Promote technology transfer and standardization at Dispatch Centers.
5. Facilitate information sharing between dispatchers and their local MAC groups or Advisory Boards and provide for dissemination of pertinent information relative to the dispatch community.
6. Represent the dispatch community at selected meetings that address dispatching issues.
7. Bring forth Rocky Mountain Area issues to the National level through the Rocky Mountain Coordinating Group.
8. The Dispatch Committee will not set policy, direction, or guidelines. It may make policy, direction, or guideline recommendations to RMCG.
9. Maintain a training cadre from the dispatch community available to present D-310 Support Dispatcher and D-311 Initial Attack Dispatcher, when requested by the Training Committee.
10. Participate in the annual review and revision of the Rocky Mountain Area Mobilization Guide. Make recommendations for changes or additions, as needed, to the Rocky Mountain Area Coordination Center (RMC). The Dispatch Committee and RMC will concur on recommended changes before submitting to RMCG for approval.
11. Recommend nominations for RMCG awards through the Committee Liaison for RMCG approval. Nominations will be received by RMCG by January 15 to assure approval and presentation at the Spring Fire Management Meeting.

Officer Duties and Responsibilities:

Chairperson:

1. Responsible for administrative actions to ensure mission attainment is established for the committee and assigned task groups.
2. Establish the time and place for all committee meetings.
3. Request attendance of specially qualified individuals for any committee meeting as required.

4. Represents the Dispatch Committee with the RMCG and will attend at least one RMCG meeting per year. At the meeting, the Chair or representative will present a Committee report, both orally and in writing, outlining issues, work accomplishments, and planned work.
5. Assemble, correlate, and otherwise prepare all material to be acted upon by the committee. The Chairperson will be the central focal point for collecting and summarizing all issue papers submitted by the dispatch community and to be acted upon by the Dispatch Committee.
6. Maintain a notebook of activities and meeting minutes. The notebook will be passed on to each new Committee Chair as an historic record.

Vice-Chairperson:

1. Responsible for administrative actions to ensure mission attainment is established for the committee and assigned task groups.
2. Responsible for ensuring Committee notes are recorded, edited, filed, and distributed to the Dispatch Committee members, Dispatch Centers, and each of the RMCG members.

Meetings:

The Dispatch Committee will meet as often as necessary to accomplish assigned tasks, but should meet twice a year as a minimum.

Costs for time and travel will be borne by the member agency.

Dispatch Committee (Center Managers only) meetings will be held twice a year, Spring and Fall. Dispatch meetings and workshops (or portions thereof) will be designated Open or Closed.

Beginning in 2004:

The Spring Dispatch Committee meeting will coincide with the RMA Spring Fire meeting. Dispatch Committee will meet briefly prior to the general session, and then meet again at the end of the general session.

If it is determined by the Dispatch Committee that a RMA Dispatcher workshop (open to all dispatchers) should occur, it will be at this time.

The Fall Dispatch Committee meetings will be held the week before Thanksgiving.

Task Groups:

Task groups will operate under the following guidance:

1. The Dispatch Committee may define a group to assist in completing tasks.

2. The Dispatch Committee will provide direction and oversight to the task groups by clearly identifying the task to be completed, the scope of the task, and the time line for completion.
3. A task group, upon completion of its task(s), shall sunset unless additional work is assigned.

Task group membership shall be selected with the goal of interagency participation, involving personnel with expertise in the subject matter.

A Dispatch Committee member will participate on each task group as a liaison.

The Dispatch Committee cannot task other RMCG Committees. If it is felt a task is beyond the Dispatch Committee's scope of responsibility, the task will go back to the RMCG and be dealt with appropriately.

/s/ Rich Homann

Rich Homann Chairperson

Rocky Mountain Coordinating Group

January 22, 2004

Date

96 Rocky Mountain Coordinating Group – Information and Education Committee Charter

ROCKY MOUNTAIN COORDINATING GROUP INFORMATION AND EDUCATION COMMITTEE CHARTER

Mission Statement Information and Education Standing Committee is established under the Rocky Mountain Coordinating Group (RMCG) as an interagency advisory committee to make recommendations on improvement of the information, mitigation, prevention, and education functions in the Rocky Mountain Area.

Membership The Committee will be comprised of at least one person representing each of the following Rocky Mountain Area Agencies:

Bureau of Land Management (Colorado and/or Wyoming)
Forest Service (Rocky Mountain Region)
Bureau of Indian Affairs (Aberdeen, Albuquerque, and/or Billings Areas)
National Park Service (Rocky Mountain Region)
Fish and Wildlife Service (Mountain and Prairie Region)
State Forestry (Colorado, Wyoming, South Dakota, Kansas, and/or Nebraska)
County/Local Fire Service Entities
RMCG Liaison

Purpose The Committee will provide advice, counsel, and make recommendations on information and education issues in the Rocky Mountain Area. The Committee will provide RMCG with final recommendations on all assigned projects.

Meetings The Committee will meet in person or by conference call quarterly and will meet annually at the RMCG spring fire management meeting.

Officers Prior to the RMCG spring meeting, the next Chair and Vice-Chair will be determined by the Committee. The Chair and Vice-Chair will serve one-year terms with the option to serve consecutive terms. The Vice-Chair will have the first option to advance to the Chair after completion of the term or upon vacancy of the Chair.

Duties and Responsibilities

Chair

1. Lead meetings, facilitate conference calls, and assign task groups as needed.
2. Establish the time and place for all Committee meetings and conference calls.
3. Request meeting attendance of specially qualified individuals as required.

4. Represents the Committee to the RMCG.
5. Maintain and monitor progress of Committee Work Plan.

Vice-Chair

1. Assumes the duties and responsibilities of the Chair in the absence of the Chair.
2. Records, edits, files, and distributes Committee meeting notes to Committee members, RMCG members (through RMCG Logistics), and to the other RMCG Committee Chairs.

All Members

1. Responsible for completing and reporting on projects as assigned.
2. Review information submitted by other Committee members.
3. Serve as a conduit between the Committee and agency personnel and cooperators to inform them of Committee actions, progress, and new developments.

Task Groups

Task groups may be formed to assist in completing assigned tasks. The Task Groups will receive their direction and oversight from the Committee. The Committee will identify the scope of assignments and provide time frames for completion.

A Task Group, upon completion of its task(s), will sunset unless additional work is requested. The Committee may enlist the aid of subject matter experts as necessary.

Recommended by:

/s/ Karen Bergethon
Chair, Information Education Committee

April 12, 2005
Date

Approved by:

/s/ Lindon Wiebe
Chair, Rocky Mountain Coordinating Group

April 12, 2005
Date

97 Rocky Mountain Coordination Group – Safety Committee

Rocky Mountain Coordination Group

Safety Committee

Mission Statement:

The Rocky Mountain Safety Committee is established under the Rocky Mountain Coordinating Group (RMCG) to identify interagency standards for safety teams (i.e., FAST, STAT, etc.) in the Rocky Mountain Geographical Area.

Objectives:

- Provide information and recommendations to the Rocky Mountain Coordinating Group;
- Develop reporting requirements for Safety Teams;
- Establish training procedures for Safety Team members;
- Develop serious accident reporting policies;
- Develop a procedure for investigating safety problems;
- Establish a method to communicate safety problems with field personnel;
- Identify follow up procedures for items identified in safety summaries, ensuring that these items are mitigated.

Membership:

The Committee will be made up of representatives from the interagency community. Committee members will include technical experts from the following subject areas:

- Operations;
- Aviation;
- Dispatch;
- Safety;
- Program management.

Individuals on the committee will serve a minimum of three (3) years. This will help ensure continuity in development of Safety Team standards. A member of the Rocky Mountain Coordinating Group will act as a liaison to the Safety Committee.

Officers Roles and Responsibilities

At the beginning of each year a Chairperson and Vice-Chairperson will be chosen to serve a one-year term. The Vice-Chairperson will represent the Chair in his or her absence or will assume the Chair position should the Chair position become vacant. This will be an

interim position filled until the calendar year election. The Chairperson's responsibilities include scheduling and conducting of committee meetings, developing the agenda, providing a recorder to take and distribute meeting minutes, establish an annual work plan providing guidance in the development of reports to the RMCG, and ensuring that reports are completed and distributed to the RMCG members on a semi-annual basis.

The Chairperson will also be the point of contact for the committee, as well as the signatory on all committee documents.

Meetings:

The Safety Committee will meet on a quarterly basis, or as often as deemed necessary to accomplish identified tasks. Meetings may be accomplished through the use of the conference calls as well as face-to-face meetings. A quorum for voting purposes will consist of four (4) members.

Task Forces:

Should the need arise, ad hoc committees may be established. These task forces will normally sunset after one year; however, they may be extended by a majority vote of the Safety Committee.

John Glenn
Chairperson
Rocky Mountain Coordinating Group

01/26/04
Date

ROCKY MOUNTAIN COORDINATING GROUP AVIATION COMMITTEE CHARTER

The Rocky Mountain Coordinating Group Aviation Committee (RMCGAC) is established under the authority of the Rocky Mountain Coordinating Group (RMCG).

Mission Statement:

The mission of the RMCGAC is to provide consistent aviation expertise and guidance to aviation managers, coordinators, and users within the Rocky Mountain Geographic Area.

Membership:

A small group of aviation managers will be represented on the RMCGAC (an agency may agree to representation by another agency). There is a need for the group to be relatively small in order to be effective and accomplish tasks in a timely manner. All of the agencies within the Rocky Mountain Area will have the opportunity to make comments and changes to the products provided by this group.

Name(s)	USFS Region 2
	BLM Colorado/Wyoming
	BIA
	NPS
	USFWS
	RMC
	Wyoming State Forestry
	Colorado State Forest Service
	Kansas State Forest Service
	Nebraska State Forest Service
	South Dakota Wildland Fire Suppression
	Liaison from the RMCG
	USFS Region 2 Helicopter Specialist

Purpose:

The group will be tasked by the RMCG with individual projects on an annual basis. Projects may be identified and brought forward to the RMCG by any of the established committees or groups within the Rocky Mountain Area (RMA).

The overall direction from RMCG to the working committee is as follows:

1. Provide advice, counsel, and recommendations for coordinated direction on aviation operational issues for the RMA.
2. Provide a forum for the exchange of ideas relating to aviation operational issues.

3. Coordinate with other RMCG working committees as appropriate and necessary.
4. Develop, to the extent possible, a common RMA approach and input to national interagency aviation issues.
5. Provide annual aviation input and review of the Rocky Mountain Area Interagency Incident Mobilization Guide.

Officers:

The RMCGAC will appoint a Chair and a Vice-Chair. These will serve for two years, after which time the Vice-Chair will succeed the Chair, and a new Vice-Chair appointed. Appointments will be reviewed every two years, and new representatives appointed as deemed necessary by the RMCG.

Tasking:

With RMCG approval, the RMCGAC may request assistance from other committees and/or assign specialists to assist on specific assignments.

Meetings:

The RMCGAC will meet at least once a year or as often as is deemed necessary to accomplish tasks. Meetings will be coordinated, to the extent possible, with other geographical interagency meetings.

The RMCGAC will have a person assigned with responsibilities for taking meeting minutes and distributing them to all working committee members, RMCG, other working committee chairs, and the RMA web site. These notes will then be forwarded on to the members of the RMCG for review and comments.

Adoption of Policy or Procedures:

The RMCG will be responsible for their respective agency review of new guidance and/or procedures. Final reports, decisions, and recommendations will be presented to the RMCG for interagency adoption and distribution.

RECOMMENDED BY: */s/ J. Kent Hamitlon* 02/03006
Chair, RMCGAC Date

APPROVED BY: /s/ _____
Chair, Rocky Mountain Coordinating Group _____ Date _____

ROCKY MOUNTAIN FIRE PROGRAM ANALYSIS (FPA) COMMITTEE CHARTER

Mission Statement:

The Rocky Mountain Fire Program Analysis Standing Committee (herein referred to a FPA Committee) is established under the Rocky Mountain Coordinating Group (RMCG) to provide an interagency approach to the implementation and support of the Fire Program Analysis system.

Membership:

The Standing Committee will be comprised of one representative from each of the following agencies:

Bureau of Land Management (Colorado and Wyoming Offices)
U.S. Forest Service (Rocky Mountain Region)
National Park Service (Intermountain & Midwest Regions)
Fish and Wildlife Service (Mountain and Prairie Regions)
Bureau of Indian Affairs (Aberdeen, Albuquerque, Billings Areas)
State Forestry (Colorado, Wyoming, Kansas, Nebraska and South Dakota)

It is recognized that not all states within the Rocky Mountain Geographic Area are represented at the time this charter was initiated. It is a long-term goal to have all States represented to a degree commensurate with their level of participation.

In addition to this list of standing members, a GIS specialist nominated from our interagency geographic area will serve as a full member.

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency administrators are informed.

All decisions and recommendations made by the Committee will be consensus based.

One member of the RMCG shall act as a liaison to the FPA Committee.

Purpose:

- Liaise with the Geographic Area Fire Planning Units (FPUs) leads, agency specialists to develop criteria and resolve issues related to FPUs and Fire Management Units (FMUs).
- Coordinating the implementation of fire planning outputs in accordance with national guidelines and timeframes.

- Work with interagency geographic area fire management and budget planners to resolve local FPU and land manager's issues, including collaboration issues, and issues involving the sharing of fire management resources.
- Assess and coordinate training needs with the FPUs for FPA in the geographic area with the National FPA Implementation Coordination Group.
- The Committee Chair or Deputy Chair will be the geographic contact with the national FPA Implementation Coordination Group (ICG).
- Identify, draft, and/or recommend new policies required for interagency implementation of FPA.
- Develop a geographic area protocol for the state/regional FPA certification process.

Officer Duties and Responsibilities

Two members of the FPA Committee will be elected to serve as Chairperson and Vice Chair for a period of two years. The Vice Chair will serve in all functions in the absence of the Chair and will assume the Chairperson responsibilities at the end of the two year term of the Chair.

Chairperson:

- Serves as the primary contact for the National FPA Implementation Coordination Group (ICG).
- The Chair will disseminate pertinent FPA information to the Committee members and brief the RMCG as needed or requested.
- Is responsible for sharing information with the Fire Planning Unit's (FPU) administrators speaking in one voice for the geographic area agencies.
- Serves as the focal point for collecting and summarizing FPA issues from the geographic FPU's. Issues that cannot be resolved at the geographic level and require National resolution will be elevated to the ICG.
- Ensures all topics and/or issues are resolved to the satisfaction of the standing members. Issues that are unable to be resolved will be elevated to the RMCG Liaison for attention and/or further action.

Vice-Chairperson:

- Ensures that Committee notes are recorded, edited, filed and distributed to committee members, FPU administrators and each of the RMCG members.
- Will coordinate FPA training with the ICG and the FPU administrators, keeping training records for the geographic area.
- Functions as the chair for all conference calls or meetings in the absence of the chair.

Meetings:

The FPA Committee will meet as often as necessary to accomplish assigned tasks or resolve issues, but should meet twice a year as a minimum. Meetings are open to agency fire planners and other interested parties. Any Committee member can request additional meetings or teleconferences if the need arises.

Task Groups:

The Committee may also set up task groups and/or assign specialists to assist as needed. These groups will operate under the following guidelines:

- The FPA Committee may define task groups to assist in completing projects or review proposed FPA modules business rules.
- The FPA Committee will provide direction and oversight to the task groups by clearly identifying the task to be completed, the scope of the task and the timeline for completion.
- Task group membership shall be selected by the individual agencies however; the FPA Committee may recommend the involvement of subject matter experts or specialists as described above.

Reports:

The Committee will provide an annual report to the RMCG consisting of a status report of FPA implementation, issues resolved and/or in need of attention by the RMCG.

Finances:

Cost of the meetings will be borne by the sponsoring agencies.

Chair: Rocky Mountain Coordinating Group

Date